# NEW LOGO **YMCA of San Diego County**

**Job Description**

# **Position Title: Program Director II-ASES Name:**

**Salary: Job Number:**

**Reports To: Regional Department Head Effective Date: 4/21/15**

**Direct Service Duties: 40%**

**Administration Duties 60%**

**Position Summary:**

The Program Director II-ASES position is responsible for the leadership and management of 20 After School Education and Safety Programs (ASES) program sites in the Chula Vista Elementary School District. ASES programs are grant funded by the California Department of Education, and are managed in collaboration with the Chula Vista Elementary School District and other educational agencies and community partnerships.

**Qualifications:**

* Bachelor’s degree required.
* Minimum 4 years of experience in a child & youth development program or education setting.
* At least 1 year experience as a Site Supervisor or equivalent position in education field.
* Livescan criminal record clearance by being fingerprinted prior to reporting to work and signing a statement regarding criminal convictions.
* Negative TB test results.
* Adult and Pediatric First Aid/CPR/AED Certification by EMSA approved provider within 30 days of hire.

**Essentail Duties and Responsabilities**

1. **Program Development and Management**
   * Responsible for the development, implementation, and day-to-day management of the STRETCH program operations; ensuring growth, volume, safety and innovation.
   * Responsible for the hiring and training of all full and part-time staff.
   * Ensure full compliance with ASES legislation, CVESD, and YMCA Program Standards, including accounting and attendance tracking protocols.
   * Responsible for the daily operation of the South Bay Family Day STRETCH program site(s), including maintenance and safety of all program areas.
   * Supervision, direction and professional growth of the STRETCH Coordinator position.
   * Lead and interact with group activities as necessary to ensure quality and staff commitment.
2. **Fiscal Management** 
   * Effectively manage the STRETCH budget ensuring full contract earnings, and controlled expenses.
   * Under the direction of the Regional Department Head, responsible for the development and implementation of the annual budget for all STRETCH programs.
   * Responsible for management of all STRETCH program expenses at the South Bay Family facility, including staffing, cash advances, petty cash, check requests, invoices, and purchase orders.
   * Active involvement in all branch campaign fundraising and special events as assigned by the Executive Director.
3. **Human Resource Management** 
   * Responsible for the recruitment, selection, training and evaluation of a qualified and culturally diverse work force for all STRETCH programs.
   * Developing and implementing training for all STRETCH staff.
   * Managing regular staff meetings with STRETCH staff to ensure quality program delivery.
   * Ensure staff satisfaction through development of effective recognition systems, regular evaluations, and positive relationship building.
   * Ensure accurate and timely completion of annual performance reviews for all STRETCH program staff.
4. **Administration** 
   * Develop a positive relationship with the community and outside organizations, representing the YMCA in a positive manner in accordance with the mission.
   * Actively participate in a positive manner with the South Bay Family management team.
   * Ensure accurate and timely billing for ASES sites.
   * Maintain all records mandated by the YMCA and ASES grant requirements.
5. **Association Duties** 
   * Represents the South Bay Family YMCA and actively participates in Child & Youth Development Cluster groups and other YMCA of San Diego County activities.
   * Attend and actively participate in YMCA of San Diego County events as requested.
   * Ensure positive relations with the Chula Vista Elementary School District through effective communication and well run/attended supplemental after-school events.
   * Work collaboratively within the branch, region and association to ensure program consistency and quality.

**Supervisory Responsibilities:**

* + Responsible for the supervision and development of the STRETCH Coordinators, ensuring support for all child development program areas.

**YMCA Competencies (Leader, Team Leader, Multi-Team or Branch Leader, Organizational Leader): Team Leader**

**Physical Demands**

[MARK ‘X’ NEXT TO PHYSICAL DEMANDS OF THIS POSITION]

|  |  |  |
| --- | --- | --- |
| Sitting X | Kneeling X | Carrying X |
| Standing X | Distant Vision X | Climbing ladders |
| Walking X | Lifting X | Reaching X |
| Pushing X | Pulling X | Manual Dexterity X |
| Close vision X | Bending X | Hearing X |
| Speaking X | Climbing Stairs X | Keyboard X |
| Other: | | |

**Work Environment**

Equipment used:

[MARK ‘X’ NEXT TO ENVIRONMENTAL DEMANDS OF THIS POSITION]

Exposure to the following:

|  |  |
| --- | --- |
| Noise X | Heat X |
| Water X | Fumes |
| Dirt X | Dust X |
| Extreme Cold X | Chemicals |
| Other: | |

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable related business duties if requested by immediate supervisor or Executive Director. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

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Employee Signature Date

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Supervisor Signature Date